

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel (Required for on-site inspections)	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by May 17, 2006 at 4:00 p.m.. Fax and electronic copies are not acceptable.

In addition, provide one **stapled** copy to:

Regular Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Michigan Department of Transportation

SCOPE OF SERVICES FOR BITUMINOUS PLANT INSPECTION AND TESTING SERVICES AS NEEDED CONSTRUCTION SERVICES

CONTROL SECTION(S):

JOB NUMBER(S): As Needed

PROJECT LOCATION:

DESCRIPTION OF WORK: As needed services for Metro Region Hot Mix Asphalt laboratory testing. Complete bituminous plant inspection and testing services, as required and requested by the Project Engineer Manager for the Michigan Department of Transportation. This work includes performing bituminous plant inspection and testing services for the Department to complete the Bituminous Quality Control and Quality Assurance Testing requirements, other Bituminous Testing as directed, and all necessary paperwork to complete the finalization of projects after construction. The Technician shall work under the direction of the Resident Engineer/Transportation Service Center Delivery Manager.

I. PRIMARY PREQUALIFICATION CLASSIFICATION:

Bituminous Plant Inspection and Testing

DBE Requirement: 0%

Anticipated start and completion date of services: June 1, 2006 through June 1, 2008.

MDOT PROJECT MANAGER:

Michael L. Cornacchia
Metro Region Soils & Materials
18101 West Nine Mile
Southfield MI 48075
(248) 483-5163
cornacchiam@michigan.gov

MDOT WORK LOCATION:

MDOT Metro Region Materials Laboratory
Mound Industrial Commons
35414 Mound Rd
Sterling Heights MI 48310
(586) 826-8992

GENERAL

This Scope of Services consists of performing to the satisfaction of the Department all bituminous plant inspection, testing services and office work necessary to complete all bituminous construction activities within regional area in accordance with the Specifications and the project documents. This includes providing one (1) Michigan QC/QA Bituminous Certified Technician (Technician) on an as needed basis to assist at the Metro Region Materials Laboratory facility, over a two year period.

- A. This Scope of Services consists of performing to the satisfaction of the Department Hot Mix Asphalt (HMA) laboratory testing as assigned by the Project Manager.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. Service will be authorized in this contract from approximately June 1, 2006 through June 1, 2008. The initial authorization will not exceed 2,000 hours.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

- D. Service hours in a given week will not exceed 40 hours. In a requested service week MDOT commits to use the full 40 hours of service unless the consultant employee requests an absence for their behalf.

SERVICES TO BE PERFORMED BY THE CONSULTANT

- A. Provide one (1) full time (40 hrs per week) experienced Michigan QC/QA Bituminous Certified Technician to assist with HMA testing at the Metro Region Materials laboratory. Specific engineering experience must relate to MDOT practices in HMA laboratory testing and sampling and testing of aggregate and concrete.
- B. Have the Technician prepare appropriate MDOT forms related to HMA, Aggregate and Concrete sampling and testing. All documents require review by the Project Manager or assigned equivalent.
- C. Perform work under this agreement in compliance with MDOT project contract documents and MDOT approved procedures related to Superpave and Marshall HMA mixes.

- E. Have the assigned Technician provide their own transportation to and from the laboratory and on project sites to perform services as directed.
- F. Provide the Technician with a cellular phone or nextel two way communications and be responsible for paying all communication costs associated with this contract.
- G. Provide the Technician with personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while in the laboratory or on project sites. The consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System.

SERVICES TO BE PERFORMED BY THE DEPARTMENT

The Project Engineer Manager or the TMI shall furnish to the Technician all project specific construction contracts, proposals, plans, plan revisions, written instructions, report forms, bituminous kits, extractors and other information and/or data as deemed necessary by the Project Engineer Manager for the services required herein.

The Project Manager shall furnish to the Technician:

- A. Access to MDOT owned laboratory equipment and materials to complete requested laboratory testing.
- B. All project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Manager for the services required herein.
- C. Office space, a desk phone, access to computers with MDOT software to perform the services required herein.
- D. Official notification one week in advance of desire to initiate or suspend weekly as needed services.

CONSULTANT PAYMENT

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/ billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered billable hours; there will be no reimbursement for these hours.

“Overtime hours” are limited to time spent on the same project by the same person after 40 hours of straight time, in a Sunday through Saturday week (not other combinations).

The hours billed for the inspector will not begin until the inspector reports to the project site, or the project office. The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager.